View and Print Customized Content

Note: *Not all credit unions will have customized content. You can customize content in the CU Policies and CU BCP areas by creating your own unique content entirely, or by importing and customizing model content (see the full user guide listing for related instructions).*

The credit union's custom content can be viewed and printed as a ***Published Document(s)*** and/or through the ***CU Policies*** or ***CU BCP*** areas, depending on users' access level(s).
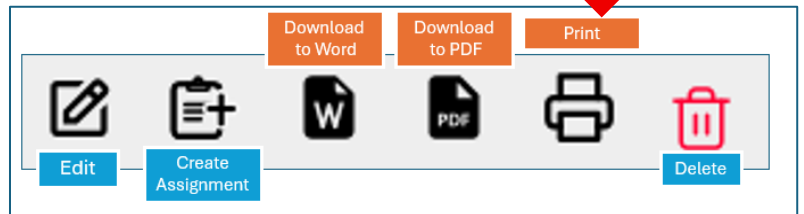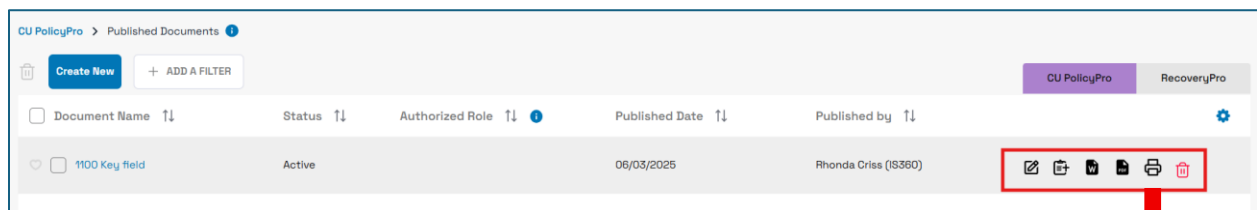
Viewing and Printing Customized Content from Published Documents

Note: *Users may see no published documents if none have been published or if none have been provided for their access level(s). A user's access level will determine which Published Documents are available to view.*

1. From the home page, click on either CU PolicyPro or RecoveryPro and choose "Published Documents".
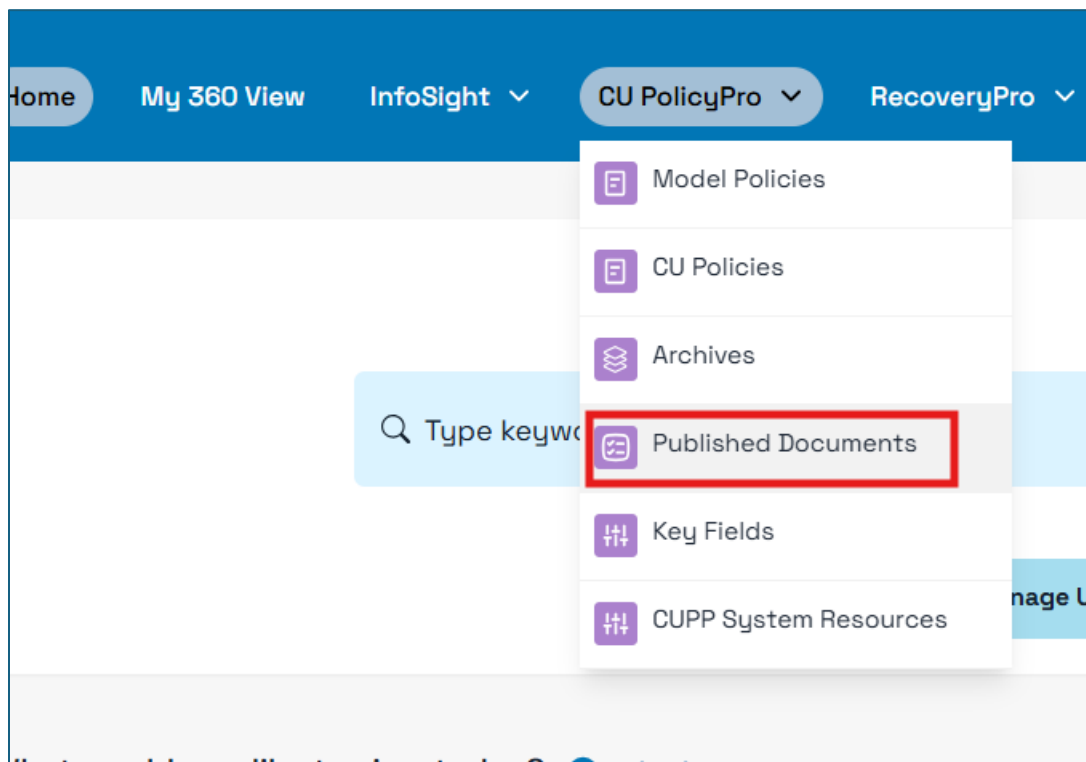
2. You can view and print or download to word and/or pdf from the action icons to the right of the document. Additional action icons are available to edit, create an assignment or delete a published document.
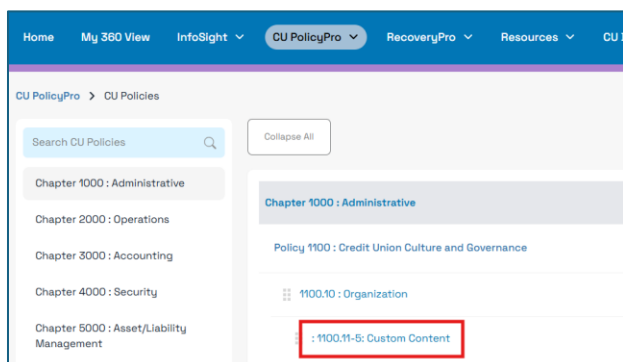
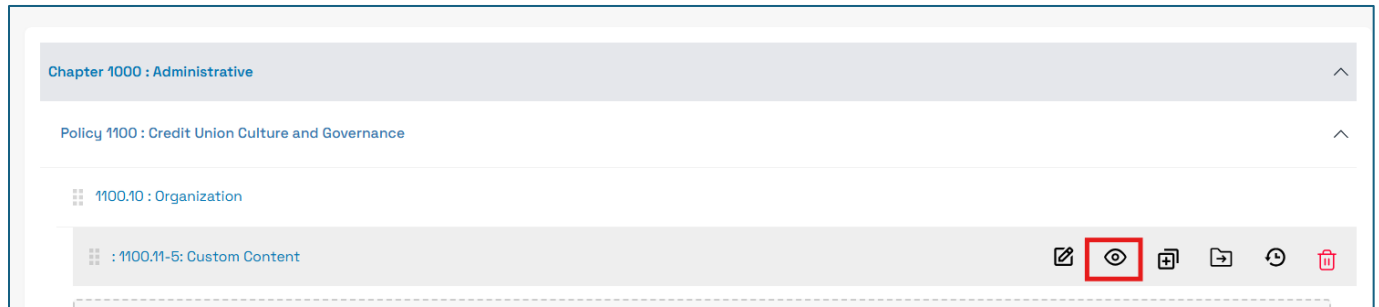## Viewing and Printing Customized Content from the CU Policies or CU BCP areas

1. From the home page, click on either CU PolicyPro or RecoveryPro and choose "CU Policies" or "CU BCP".
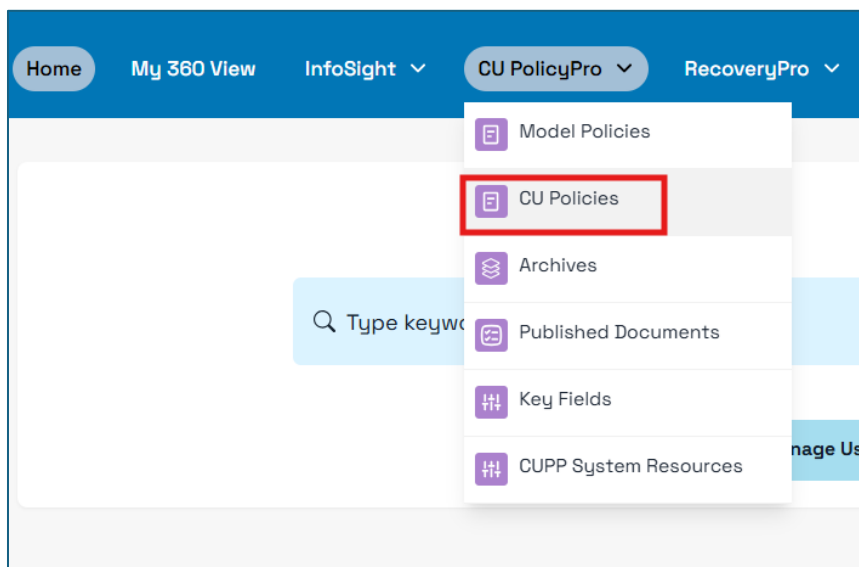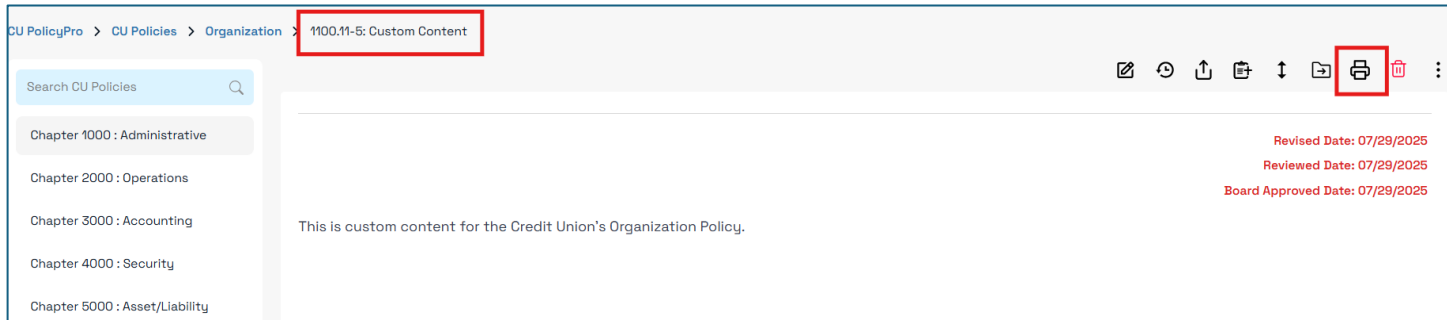

2. Find your custom content in the listing and click on the title.

3. To first view the custom content, click on the eye icon to the right of the listing.

4. Once on the "View" screen, you will see a printer icon that will allow a print option from this screen.

5. A window will pop up with an option to Print.